

WESTFIELD PUBLIC WORKS



Memorandum

To: Westfield Board of Public Works & Safety
From: Kurt J. Wanninger
CC: Bruce A. Hauk
Date: November 19, 2009
Re: Public Works Department Matters

BOARD OF PUBLIC WORKS
J. ANDREW COOK, MAYOR
JOHN B. HART, BOARD MEMBER
MARK HEIRBRANDT, BOARD MEMBER

CHIEF ADMINISTRATIVE OFFICER
BRUCE A. HAUK

DIRECTOR OF PUBLIC WORKS
KURT J. WANNINGER

Memo to Board Members

Dear Board Members, I would like to take this opportunity to update you regarding some of the activities that have taken place within the Public Works Department over the last month.

Fees Collected

(See Attachment 1)

Department Safety Statistics

(See Attachment 2)

Public Works Progress Report

(See Attachment 3)

Employees of the Month for September and October

The City Services Employee of the Month selection for September 2009 was Donna Luley and for October 2009 was Gary Smith.

Donna has been with the City of Westfield since August of 2006. Donna is a Plan Reviewer in the Development/Construction Division and also most recently has taken on the responsibilities as the Grants Coordinator for the City of Westfield.

Gary has been with the City of Westfield since August of 2002. Gary is an Inspector in the Development/Construction Division.

Please join me in congratulating Donna and Gary on this significant achievement.

ATTACHMENT #1

Yearly Permit Fees-2009												
Type of Fees	January	February	March	April	May	June	July	August	September	October	November	December
Encroachment Permits	\$ 600.00	\$ 50.00	\$ 900.00	\$ 850.00	\$ 1,525.00	\$ 1,575.00	\$ 1,725.00	\$ 725.00	\$ 1,200.00	\$ 875.00		
Sewer Availability Fees	\$ 3,500.00	\$ 1,125.00	\$ 152,635.00	\$ 13,580.00	\$ -	\$ -	\$ -	\$ -	\$ 35,000.00	\$ 3,500.00		
Sewer Tap Fees	\$ 15,600.00	\$ 8,940.00	\$ 100,536.00	\$ 26,296.00	\$ 13,200.00	\$ 29,544.00	\$ 16,800.00	\$ 16,800.00	\$ 28,800.00	\$ 11,268.00		
Subsequent Sewer Connection	\$ 380.00	\$ 1,058.00	\$ 23,085.40	\$ 4,232.00	\$ 909.00	\$ -	\$ 2,876.00	\$ -	\$ 3,174.00	\$ 559.00		
Water Availability Fees	\$ -	\$ 688.50	\$ 78,088.00	\$ 6,984.00	\$ -	\$ -	\$ 1,116.00	\$ -	\$ 19,674.00	\$ 1,800.00		
Water-3/4" Tap Fees	\$ 6,000.00	\$ 4,225.00	\$ 41,890.00	\$ 11,940.00	\$ 6,500.00	\$ -	\$ 7,000.00	\$ 7,500.00	\$ 12,965.00	\$ 5,695.00		
Water-1" Tap Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Water-1 1/2" or Greater	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Lawn Irrigation Fees	\$ -	\$ -	\$ 250.00	\$ 25.00	\$ 1,595.00	\$ 1,320.00	\$ 840.00	\$ 1,200.00	\$ 1,200.00	\$ 725.00		
Road Impact Fees	\$ 5,400.00	\$ 5,400.00	\$ 62,850.00	\$ 22,959.00	\$ 12,600.00	\$ 27,890.00	\$ 12,600.00	\$ 1,800.00	\$ 38,860.00	\$ 1,800.00		
Plan Review Fees	\$ -	\$ 4,045.00	\$ -	\$ 1,890.00	\$ -	\$ -	\$ 665.00	\$ 1,325.00	\$ 3,650.00	\$ -		
Inspection Fees	\$ 1,515.15	\$ 1,443.00	\$ 2,923.00	\$ 1,288.00	\$ 628.00	\$ -	\$ 1,628.00	\$ -	\$ 3,737.00	\$ 1,128.50		
Map Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Erosion Control Appl. Fees	\$ 400.00	\$ 600.00	\$ 1,900.00	\$ 1,900.00	\$ 900.00	\$ 2,100.00	\$ 1,500.00	\$ 1,400.00	\$ 2,500.00	\$ 100.00		
Erosion Control Penalty Fees	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 50.00	\$ 650.00	\$ -	\$ -		
Sanitary Sewer Permit Fees	\$ -	\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Water Permit Fees	\$ -	\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Water Service Line Protection	\$ 64.00	\$ 300.00	\$ 272.00	\$ 768.00	\$ 900.00	\$ 666.00	\$ 560.00	\$ 592.00	\$ 600.00	\$ 721.00		
Totals per Month	\$ 33,459.15	\$ 29,094.50	\$ 465,739.40	\$ 93,642.00	\$ 39,808.00	\$ 72,603.10	\$ 46,244.00	\$ 31,992.00	\$ 152,360.00	\$ 28,141.50	\$ -	\$ -
1st Qtr Total	\$ 1,950.00	\$ 3,950.00	\$ 3,650.00	\$ 875.00								
2nd Qtr Total	\$ 157,260.00	\$ 15,750.00	\$ 35,000.00	\$ 3,500.00								
3rd Qtr Total	\$ 24,523.40	\$ 63,000.00	\$ 62,400.00	\$ 11,268.00								
4th Qtr Total	\$ 79,196.50	\$ 8,100.00	\$ 6,050.00	\$ 529.00								
Yearly Totals	\$ 528,293.05	\$ 205,053.10	\$ 230,596.00	\$ 28,141.50								
Encroachment Permits	\$ 14,132.50	\$ 776.00	\$ 500.00	\$ 500.00	\$ 1,525.00	\$ 1,575.00	\$ 1,725.00	\$ 725.00	\$ 35,000.00	\$ 3,500.00	\$ -	\$ -
Sewer Availability Fees	\$ 878,438.20	\$ 506,432.00	\$ 100,536.00	\$ 26,296.00	\$ 13,200.00	\$ 29,544.00	\$ 16,800.00	\$ 16,800.00	\$ 28,800.00	\$ 11,268.00	\$ -	\$ -
Sewer Tap Fees	\$ 10,876.00	\$ 602,125.80	\$ 272,495.00	\$ 39,528.90	\$ -	\$ -	\$ 2,876.00	\$ -	\$ 3,174.00	\$ 559.00	\$ -	\$ -
Subsequent Sewer Connection	\$ 380.00	\$ 1,058.00	\$ 23,085.40	\$ 4,232.00	\$ 909.00	\$ -	\$ 2,876.00	\$ -	\$ 3,174.00	\$ 559.00	\$ -	\$ -
Water Availability Fees	\$ -	\$ 688.50	\$ 78,088.00	\$ 6,984.00	\$ -	\$ -	\$ 1,116.00	\$ -	\$ 19,674.00	\$ 1,800.00	\$ -	\$ -
Water-3/4" Tap Fees	\$ 6,000.00	\$ 4,225.00	\$ 41,890.00	\$ 11,940.00	\$ 6,500.00	\$ -	\$ 7,000.00	\$ 7,500.00	\$ 12,965.00	\$ 5,695.00	\$ -	\$ -
Water-1" Tap Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water-1 1/2" or Greater	\$ -	\$ -	\$ 250.00	\$ 25.00	\$ 1,595.00	\$ 1,320.00	\$ 840.00	\$ 1,200.00	\$ 1,200.00	\$ 725.00	\$ -	\$ -
Lawn Irrigation Fees	\$ -	\$ -	\$ 250.00	\$ 25.00	\$ 1,595.00	\$ 1,320.00	\$ 840.00	\$ 1,200.00	\$ 1,200.00	\$ 725.00	\$ -	\$ -
Road Impact Fees	\$ 5,400.00	\$ 5,400.00	\$ 62,850.00	\$ 22,959.00	\$ 12,600.00	\$ 27,890.00	\$ 12,600.00	\$ 1,800.00	\$ 38,860.00	\$ 1,800.00	\$ -	\$ -
Plan Review Fees	\$ -	\$ 4,045.00	\$ -	\$ 1,890.00	\$ -	\$ -	\$ 665.00	\$ 1,325.00	\$ 3,650.00	\$ -	\$ -	\$ -
Inspection Fees	\$ 1,515.15	\$ 1,443.00	\$ 2,923.00	\$ 1,288.00	\$ 628.00	\$ -	\$ 1,628.00	\$ -	\$ 3,737.00	\$ 1,128.50	\$ -	\$ -
Map Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Erosion Control Appl. Fees	\$ 400.00	\$ 600.00	\$ 1,900.00	\$ 1,900.00	\$ 900.00	\$ 2,100.00	\$ 1,500.00	\$ 1,400.00	\$ 2,500.00	\$ 100.00	\$ -	\$ -
Erosion Control Penalty Fees	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 50.00	\$ 650.00	\$ -	\$ -	\$ -	\$ -
Sanitary Sewer Permit Fees	\$ -	\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water Permit Fees	\$ -	\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water Service Line Protection	\$ 64.00	\$ 300.00	\$ 272.00	\$ 768.00	\$ 900.00	\$ 666.00	\$ 560.00	\$ 592.00	\$ 600.00	\$ 721.00	\$ -	\$ -
Totals per Quarter	\$ 528,293.05	\$ 205,053.10	\$ 230,596.00	\$ 28,141.50								
Encroachment Permits	\$ 15,634.00	\$ 23,536.30	\$ 12,772.10	\$ 7,351.80	\$ 15,634.00	\$ 23,536.30	\$ 12,772.10	\$ 7,351.80	\$ 15,634.00	\$ 23,536.30	\$ 12,772.10	\$ 7,351.80
Sewer Availability Fees	\$ 872,942.20	\$ 442,899.90	\$ 1,426,546.60	\$ 3,040,962.90	\$ 1,426,546.60	\$ 3,040,962.90	\$ 1,426,546.60	\$ 3,040,962.90	\$ 1,426,546.60	\$ 3,040,962.90	\$ 1,426,546.60	\$ 3,040,962.90
Sewer Tap Fees	\$ 67,808.00	\$ 400,610.40	\$ 712,284.00	\$ 825,796.00	\$ 400,610.40	\$ 712,284.00	\$ 825,796.00	\$ 400,610.40	\$ 712,284.00	\$ 825,796.00	\$ 400,610.40	\$ 712,284.00
Subsequent Sewer Connection	\$ 13,851.00	\$ 25,062.48	\$ 54,840.61	\$ 54,840.61	\$ 25,062.48	\$ 54,840.61	\$ 54,840.61	\$ 25,062.48	\$ 54,840.61	\$ 54,840.61	\$ 25,062.48	\$ 54,840.61
Water Availability Fees	\$ 609,596.80	\$ 411,028.68	\$ 1,380,543.35	\$ 2,122,651.55	\$ 411,028.68	\$ 1,380,543.35	\$ 2,122,651.55	\$ 411,028.68	\$ 1,380,543.35	\$ 2,122,651.55	\$ 411,028.68	\$ 1,380,543.35
Water-3/4" Tap Fees	\$ 289,735.00	\$ 212,442.00	\$ 420,874.50	\$ 442,350.00	\$ 212,442.00	\$ 420,874.50	\$ 442,350.00	\$ 212,442.00	\$ 420,874.50	\$ 442,350.00	\$ 212,442.00	\$ 442,350.00
Water-1" Tap Fees	\$ 1,000.00	\$ 1,750.00	\$ 3,135.00	\$ 3,135.00	\$ 1,750.00	\$ 3,135.00	\$ 3,135.00	\$ 1,750.00	\$ 3,135.00	\$ 3,135.00	\$ 1,750.00	\$ 3,135.00
Water-1 1/2" or Greater	\$ 3,525.00	\$ 7,100.00	\$ 4,480.00	\$ 4,200.00	\$ 7,100.00	\$ 4,480.00	\$ 4,200.00	\$ 7,100.00	\$ 4,480.00	\$ 4,200.00	\$ 7,100.00	\$ 4,480.00
Lawn Irrigation Fees	\$ 407,237.54	\$ 432,515.96	\$ 909,894.76	\$ 906,081.55	\$ 432,515.96	\$ 909,894.76	\$ 906,081.55	\$ 432,515.96	\$ 909,894.76	\$ 906,081.55	\$ 432,515.96	\$ 906,081.55
Road Impact Fees	\$ 45,735.00	\$ 71,200.00	\$ 138,015.00	\$ 30,075.00	\$ 71,200.00	\$ 138,015.00	\$ 30,075.00	\$ 71,200.00	\$ 138,015.00	\$ 30,075.00	\$ 71,200.00	\$ 30,075.00
Plan Review Fees	\$ 50,605.00	\$ 65,095.00	\$ 93,523.38	\$ 10,536.57	\$ 65,095.00	\$ 93,523.38	\$ 10,536.57	\$ 65,095.00	\$ 93,523.38	\$ 10,536.57	\$ 65,095.00	\$ 10,536.57
Inspection Fees	\$ 20.00	\$ 276.25	\$ 525.00	\$ 104.50	\$ 276.25	\$ 525.00	\$ 104.50	\$ 276.25	\$ 525.00	\$ 104.50	\$ 276.25	\$ 104.50
Map Fees	\$ 25,800.25	\$ 43,320.00	\$ 26,904.00	\$ -	\$ 43,320.00	\$ 26,904.00	\$ -	\$ 43,320.00	\$ 26,904.00	\$ -	\$ -	\$ -
Erosion Control Appl. Fees	\$ 19,065.00	\$ 20,650.00	\$ 13,300.00	\$ 3,000.00	\$ 20,650.00	\$ 13,300.00	\$ 3,000.00	\$ 20,650.00	\$ 13,300.00	\$ 3,000.00	\$ -	\$ -
Erosion Control Penalty Fees	\$ 2,700.00	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 3,000.00	\$ -	\$ -	\$ -
Sanitary Sewer Permit Fees	\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water Permit Fees	\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water Service Line Protection	\$ 64.00	\$ 300.00	\$ 272.00	\$ 768.00	\$ 900.00	\$ 666.00	\$ 560.00	\$ 592.00	\$ 600.00	\$ 721.00	\$ -	\$ -
Gross Total for 2009	\$ 528,293.05	\$ 205,053.10	\$ 230,596.00	\$ 28,141.50								
Totals per Quarter	\$ 528,293.05	\$ 205,053.10	\$ 230,596.00	\$ 28,141.50								
Encroachment Permits	\$ 14,132.50	\$ 776.00	\$ 500.00	\$ 500.00	\$ 1,525.00	\$ 1,575.00	\$ 1,725.00	\$ 725.00	\$ 35,000.00	\$ 3,500.00	\$ -	\$ -
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Water Availability Fees	\$ -	\$ 688.50	\$ 78,088.00	\$ 6,984.00	\$ -	\$ -	\$ 1,116.00	\$ -	\$ 19,674.00	\$ 1,800.00	\$ -	\$ -
Water-3/4" Tap Fees	\$ 6,000.00	\$ 4,225.00	\$ 41,890.00	\$ 11,940.00	\$ 6,500.00	\$ -	\$ 7,000.00	\$ 7,500.00	\$ 12,965.00	\$ 5,695.00	\$ -	\$ -
Water-1" Tap Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water-1 1/2" or Greater	\$ -	\$ -	\$ 250.00	\$ 25.00	\$ 1,595.00	\$ 1,320.00	\$ 840.00	\$ 1,200.00	\$ 1,200.00	\$ 725.00	\$ -	\$ -
Lawn Irrigation Fees	\$ -	\$ -	\$ 250.00	\$ 25.00	\$ 1,595.00	\$ 1,320.00	\$ 840.00	\$ 1,200.00	\$ 1,200.00	\$ 725.00	\$ -	\$ -
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Plan Review Fees	\$ -	\$ 4,045.00	\$ -	\$ 1,890.00	\$ -	\$ -	\$ 665.00	\$ 1,325.00	\$ 3,650.00	\$ -	\$ -	\$ -
Inspection Fees	\$ 1,515.15	\$ 1,443.00	\$ 2,923.00	\$ 1,288.00	\$ 628.00	\$ -	\$ 1,628.00	\$ -	\$ 3,737.00	\$ 1,128.50	\$ -	\$ -
Map Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Erosion Control Appl. Fees	\$ 400.00	\$ 600.00	\$ 1,900.00	\$ 1,900								

ATTACHMENT #2

**WESTFIELD PUBLIC WORKS
MONTHLY ACCIDENT STATISTICAL REPORT
FOR SEPTEMBER 2009**

Location	# of employees	# of Hours Worked	Employee Accidents/ Month	Disabling Accidents/ Month	Lost Work Days	Restricted Work Days	OSHA Recordable Accidents	# of Vehicles	# of Miles Driven	# of Vehicle Accidents for the Month	Chargeable Accidents for the Month	# of Property Damage Accidents/ Incidents	Cost of Property Damage Accidents/ Incidents
Administrative	5	775	0	0	0	0	0	2	1732	0	0	0	\$0.00
CSC	6	890	0	0	0	0	0	1	171	0	0	0	\$0.00
Water	4	682.5	0	0	0	0	0	7	4628	0	0	0	\$0.00
Wastewater	5	758.25	0	0	0	0	0	6	3633	0	0	0	\$0.00
Street-G/M	16	2513	0	0	0	0	0	19	9596	0	0	0	\$0.00
Dev/Con-Eng	9	1343	0	0	0	0	0	6	2930	0	0	0	\$0.00
Inst & Controls	2	315	0	0	0	0	0	2	1331	0	0	0	\$0.00
2009	47	7276.75	0	0	0	0	0	43	24021	0	0	0	\$0.00
2008	62	9497.5	0	0	0	0	0	42	24794	2	2	1	9919.15

ATTACHMENT #3

WESTFIELD BOARD OF PUBLIC WORKS MEETING

Westfield Public Works Executive Summary Progress Report

1. Village Park TIF Projects – Greyhound Pass / Western Way and 151st Street from Carey Road to Setters Road.
 - The Greyhound Pass/Western Way Project is substantially complete. Final punchlist items are all that need to be completed for this project and the Contractor has been notified of the items to be completed.
 - The Carey Road and 151st Street Round-a-bout is substantially complete. Final punchlist items are all that need to be completed for this project and the Contractor has been notified of the items to be completed.
 - Design and Right-of-Way discussions have begun for the East Access Road that is proposed to run behind Marsh and Wal-Mart to connect Greyhound Pass to 151st Street.
2. Eastside TIF Projects – 161st Street and Carey Road. The design work continues on the 161st Street and Carey Road Round-a-bout. The design of this project is scheduled to be completed this fall, with R/W acquisition and Utility Coordination beginning late fall to early winter. At this time, it appears that this project will likely be scheduled for utility relocations in 2010 with construction in early 2011.
3. Downtown Thoroughfare Plan. Work includes investigation of road network improvements that would support the planned INDOT improvements to US 31 and SR 32, as well as downtown redevelopment envisioned by the Grand Junction Task Force. Concepts have been developed for possible road network improvements in downtown and along the west side of US 31. The 80% planning grant has been approved and the Notice to Proceed was issued from the Indianapolis MPO to support traffic plan development. The SR 32 Corridor Kick-off meeting was held on Wednesday September 3, 2009 with Representatives of INDOT, American StructurePoint and the City of Westfield to execute the contracts and to begin the corridor study.
4. Maintenance Improvement Plan (MIP) for Roads. This project consists of engineering services for the assessment of existing roads for various parameters such as pavement condition, subgrade conditions, road geometrics, safety requirements and traffic control devices. Once complete, this Road Maintenance Improvement Plan for the City of Westfield transportation network will be conduct of an ongoing 5-year maintenance plan that will enable the City to establish road improvement priorities and budgets. A database has been designed and implemented for the collection of road and infrastructure data for City Streets and Roads. The data collection has begun and will continue for approximately one month.
5. River Road Water Treatment Plant Expansion. Construction by the Contractor, Shook Construction, is substantially complete and the plant is fully operational. Shook has completed the punch list items. Currently HNTB and Westfield are in discussions with Shook regarding associated penalties for not completing the project on time which are payable or reimbursed to the Westfield Public Works Department.
6. Westside Interceptor. Atlas Excavating, Inc. is substantially complete. Remaining items to be completed consist of manhole lining and finish grading. Wetlands mitigation has been completed by Williams Creek Consulting. The interceptor sewer if necessary is complete and ready to accept flows from any proposed developments.

7. Beechwood Storm Sewer Project. The Beechwood Storm Sewer project is in the preliminary design phases. The field survey and initial utility investigation has been completed. VSE Engineering is completing preliminary survey design.
8. 2009 Line Striping Program. The 2009 Collaborative Line Striping Contract between Hamilton County, the Towns of Fisher and Cicero, the Cities of Carmel, Noblesville, and Westfield have been substantially completed. Line striping for the City of Westfield is substantially complete (~95% Complete), with some of the final cleanup work and additions to be completed within the next couple weeks.
9. Block Grant. The City of Westfield applied for the 2010 Block Grant that will consist of some drainage improvements and sidewalk connections along East Street between the Silver Lakes and Sleepy Hollow Subdivisions.
10. US 31 / SR 32 Signal Preemption

Plans have been approved by INDOT for signal preemptions at eleven intersections: six on US 31 and five on SR 32. Some of those signal preemptions that have been constructed are Greyhound Pass/US 31, 151st Street/US 31, 161st Street/US 31, Union Street/SR32; others that are currently under review as part of the Stimulus money are US31/SR32, Carey & Grassy Branch Roads/SR32, Gunther Road/SR32, and Moontown & Gray Roads/SR32. Currently the remaining intersection was advertised on September 23, 2009 with the bid submittals due on October 10, 2009. We should know who the contractor is on or after October 21, 2009.

7. Miscellaneous Assistance

- a. WPWD staff is continuing their flow data gathering as a part of planning for a new pumping station at the lagoons north of 171st Street. Existing Lagoon Pump Station pumps are being considered for pumping flow north, diverting flow now treated by Carmel and instead sending it via Westfield collection system to the Westside Wastewater Treatment Facility.
- b. HNTB and WPWD personnel, along with WPWD's well driller and hydrogeologist, are exploring possible well sites.
- c. HNTB has started the process of preparing a Water Service Master Plan for the City. Currently the Public Works hydrogeologist, Steve Champa of Eagon and Associates is studying the well field capacity limitations.